

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

Household Products Collection Center Intern

(Water Utilities Department)

\$10.50/hour

Temporary – Unclassified Position – Non Benefited
One Year Assignment

OPENING DATE: Monday, August 15, 2005

CLOSING DATE: Open until needs of the City are met. First review of applications will be Tuesday, September 6, 2005 – position may close at that time.

HOURS/LOCATION: 6:30 a.m. – 3:00 p.m. Friday and Saturday only at 1320 E. University, Tempe

MINIMUM QUALIFICATIONS: Some experience in environmental program management, environmental compliance or environmental engineering is desirable, but not required. Equivalent of completion of twelfth grade supplemented by college level courses in Environmental Engineering, Environmental Science, Chemistry, or a related field. Approved OSHA 40 Hour Hazwoper training is desirable. Any other health and safety training related to household hazardous waste.

ADDITIONAL REQUIREMENTS: This position requires possession of an appropriate Arizona driver's license. Position will require lifting up to 50 lbs. Post offer, pre-employment physical is required. City employees must subscribe to and promote the City of Tempe's Mission and Values. Our Mission is to make Tempe the best place to live, work and play. We Value People... Integrity... Respect... Openness... Creativity... and Quality.

REPRESENTATIVE DUTIES:

- Day to day activities related to the operation of the Household Hazardous Waste (HHW) facility
- Unload vehicles dropping off material at the Household Products Collection Center (HPCC)
- Segregate materials into proper DOT shipping classes (Flammable, Corrosive, Oxidizers, etc.)
- Bulk Materials such as Non RCRA and Flammable liquids into larger containers for mixing or disposal.
- Be able to do basic chemical analysis for unknowns including pH, oxidizer, flammability, and pesticide testing.
- Move empty and full drums into storage area for transportation.
- Assist in receiving and moving materials used for packaging of items.
- Operate a variety of office equipment including a computer; input and retrieve data and text.
- Proficiency with Microsoft Word, Excel and Access

SELECTION CRITERIA: An official City of Tempe application must be filled out in order to qualify for this position. Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.

MAIL APPLICATIONS TO: Water Utilities Department
Attn: Lorinda Bush
255 E. Marigold Lane
Tempe, AZ 85281



City of Tempe / Application for Employment

City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 / (480) 350-8276 / TDD (480) 350-8400 / <http://www.tempe.gov>

The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.

The City of Tempe Promotes a Drug and Alcohol Free Workplace.

DIRECTIONS:

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly in black ink. Sign this application and all other forms. Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from City Service.

1. Position Applying For: _____ Recruitment Code (RC#): _____
2. Name (Last, First, Middle Initial): _____
3. Social Security Number: _____
4. Mailing Address: _____
Street Address City State Zip
5. Phone Number: HOME: _____ WORK: _____
6. Driver's License (Number, State, Class): _____
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No
8. Have you ever worked for the City of Tempe? Yes No If Yes, from _____ (Mo/Yr) to _____ (Mo/Yr)
If you are a current City of Tempe employee, are you: Temporary? Regular?
Have you completed your initial six (6) month probationary period? Yes No
9. To assist us with verifying previous work experience and /or education, please list other names you have gone by:

10. Type of position you will accept: Full Time Part Time Regular Temporary
11. Are you claiming Civil Service Preference for Veteran's under ARS 38-492:
 - As a qualified or disabled veteran? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
 - As a spouse of an eligible veteran pursuant to ARS 38-492(D)? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
12. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If Yes, indicate his/her **Name, Position, and Relationship to you:**

DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE

Q ☐ NQ ☐ A ☐ B ☐ C ☐ Application Entered ☐

HR Review ☐

Date

Department Review ☐

Date

Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.

13. Do you have a High School Diploma or a G.E.D.? Yes No

14. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes No	
			Yes No	
			Yes No	
			Yes No	

15. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes No	
			Yes No	

16a. Professional Registration(s), License(s), and/or Certification(s) you possess ***that relate to this position:***

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

16b. Special training ***that relates to this position:***

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17. List computer software program(s) with which you are proficient in operating ***that relate to this position:***

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18. List equipment with which you are proficient in operating ***that relate to this position:***

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19. Language Proficiency (Other than English):

Language:	Speak:	Read:	Write:
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No

20. **May we contact your current employer if you are considered for hire/promotion?** Yes No

You may make copies and use as many of these sheets as necessary to continue your employment history.

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Present/Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
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Work Performed:	
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Address:	Phone:		
Job Title:	Number of Employees Supervised:		
Supervisor (Name/Title/Phone):			
Employment Dates: from	(Mo/Yr)	to	(Mo/Yr)
Total Time Employed:		Yrs	Mos
Hours Per Week:	Ending Wage: \$		Per
Work Performed:			
Reason for Leaving:			

21. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No If Yes, please explain:

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22. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.

Yes No If Yes, provide charges, dates and locations:

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Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL .

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

By checking this box and typing your name below, you certify that you have read and understand the above paragraph.

Print Applicant's Name: _____ Date_____

Applicant Signature_____ Date_____

The City of Tempe does not accept faxed copies of applications.

The Tempe Way



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VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

Household Products Collection Center Intern

Temporary – Unclassified Position – Non Benefited

One year Assignment

\$10.50 Hour / Up to 19.5 hours a week

Weekend work is required

Purpose:

To actively support and uphold the City's stated mission and values. To assist in planning, developing and implementing a city-wide program to review, identify and eliminate environmental liability in City facilities, programs, policies and operating procedures at the Household Products Collection Center.

Supervision Received and Exercised:

Receives direction from the Environmental Hazardous Materials Supervisor or from other designated staff.

Examples of Duties:

Duties may include, but are not limited to, the following:

- Day to Day activities related to the operation of the Household Hazardous Waste (HHW) facility
- Unload vehicles dropping off material at the Household Products Collection Center (HPCC)
- Segregate materials into proper DOT shipping classes (Flammable, Corrosive, Oxidizers, etc.)
- Bulk Materials such as Non RCRA and Flammable liquids into larger containers for mixing or disposal.
- Be able to do basic chemical analysis for unknowns including pH, oxidizer, flammability, and pesticide testing.
- Move empty and full drums into storage area for transportation.
- Assist in receiving and moving materials used for packaging of items.
- Operate a variety of office equipment including a computer; input and retrieve data and text.
- Proficiency with Microsoft Word, Excel and Access
- Perform related duties as assigned

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience in environmental program management, environmental compliance or environmental engineering is desirable, but not required.

Training:

Equivalent of completion of twelfth grade supplemented by college level courses in Environmental Engineering, Environmental Science, Chemistry, or a related field.

Approved OSHA 40 Hour Hazwoper training is desirable.

Any other health and safety training related to household hazardous waste.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.